

PLAN CHECK ENGINEER/ SENIOR PLAN CHECK ENGINEER

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional plans and engineering examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

Distinguishing Characteristics:

<u>Plan Check Engineer</u> – This is the journey-level professional class in the Plan Check Engineer series. This class is distinguished from the Senior Plan Check Engineer by the performance of less complex duties and requiring only the ICC Building Plans Examiner Certification.

<u>Senior Plan Check Engineer</u> - This is the advanced-level professional class within the Plan Check Engineer series. Employees within this class are distinguished from the Plan Check Engineer by the performance of the full range of duties, as well as overseeing the more complex assignments given to the Plan Check Engineer and other technical staff. This level also requires at least one additional certification in a building trades discipline.

Position Information:

The role of a Plan Reviewer in the City of Tempe is to provide the best plan review services possible with an emphasis on excellent customer service. This means the plan reviewer uses their exceptional code knowledge to the benefit of all that they come in to contact with during the course of their work. In this sense the plan reviewer's customers include such people as the building owner, business owner, architect, engineer, superintendent, permit technician, inspector, tenant, resident, etc. Basically, all who have a stake in the construction process or in the use of a finished building are to be considered customers. As customers they are always treated with respect and when problems arise the plan reviewer uses their exceptional knowledge in a problem-solving mode to the benefit of the associated customers. The goal therefore is for the plan reviewer to use their exceptional code knowledge and knowledge of the City of Tempe's processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment as the code intends.

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Supervision Received and Exercised:

Plan Check Engineer

Receives general direction from the Plan Check Administrator or from other supervisory or management staff. May receive functional and technical guidelines from a Senior Plan Check Engineer.

Senior Plan Check Engineer

Receives general direction from the Plan Check Administrator or from other supervisory or management staff. May exercise functional and technical supervision over a Plan Check Engineer.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Examine plans and specifications for pre-determined types of projects at Permit Center front counter to allow over-the counter permit issuance.
- Examine plans and specifications for commercial, industrial and multi-family projects to determine compliance with the provisions of the City's building, mechanical, electrical, plumbing codes, fire sprinkler protection requirements, accessibility requirements, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that plan corrections be made to meet the requirements of pertinent City codes.
- Approve plans that comply; approve permits for construction.
- Analyze engineering design and calculations.
- Evaluate test reports and calculations such as truss reports, hydraulic calculations, electrical load calculations, soil analysis reports, etc.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve unusual problems; provide technical information and

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recommendations during review of requests to use alternate materials or modifications to code provisions.

- Make field inspections to determine engineering integrity or proper installation of unusual design, materials or equipment.
- Identify defects or inadequacies found; require that deficiencies be corrected to meet requirements of applicable codes.
- Respond to questions and advise architects, engineers, building owners, and the public regarding all codes and zoning ordinances; may advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan review; create plan review, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Plan Check Engineer

Three years of responsible building construction experience with commercial, industrial, multi-family and residential projects, including experience in general building code review including some structural components, mechanical, electrical and plumbing systems.

Senior Plan Check Engineer

Four years of responsible building construction experience with commercial, industrial and multi-family projects, including experience in structural, mechanical, electrical, plumbing and automatic fire extinguishing systems; including two years' experience working as a plan reviewer in a government or government contract agency.

Training:

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For both the Plan Check Engineer and Senior Plan Check Engineer:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical, electrical engineering or a related field.

Licenses/Certifications:

For both the Plan Check Engineer and Senior Plan Check Engineer:

May require the possession of a valid driver's license.

Plan Check Engineer

Possession of, or required to obtain within 12 months of hire, an ICC Building Plans Examiner Certification.

Senior Plan Check Engineer

Possession of an ICC Building Plans Examiner Certification; and one additional certification, or required to obtain within 12 months, as listed below:

Electrical Plans Examiner, Plumbing Plans Examiner, Mechanical Plans Examiner, Combination Plans Examiner, Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Reinforced Concrete Special Inspector or Structural Masonry Special Inspector.

Registration as a professional engineer (PE) in the state of Arizona may substitute as an additional certification.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules & Regulations, Rule 1, Section 103.

Job Code: 317/361

FLSA: Exempt/Exempt